ADJUSTMENTS USER MANUAL	
APPROVING ADJUSTMENT DOCUMENTS	1
INTRODUCTION	1
TO APPROVE AN ADJUSTMENT DOCUMENT	1

ADJUSTMENTS USER MANUAL

APPROVING ADJUSTMENT DOCUMENTS

INTRODUCTION

The Adjustment administrator will assign users to whatever approval levels have been created for your agency. The Adjustment administrator sets up the number of approval levels and also the names of the approval levels as they appear in the application. The names of the approval levels are seen as the 'Status' on the **Status** screen, on the approval buttons on the **Approval** screen, and on **Reports**.

TO APPROVE AN ADJUSTMENT DOCUMENT

Select an adjustment document from the **Status** screen. It will open on the **Approval** screen where you can review the details and then approve the document.

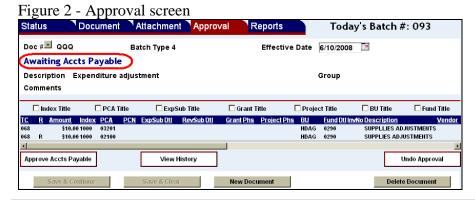
Awaiting Adj Distribution

1. On the **Status** tab, click the **Approve** link next to a document number.



Expenditure adjustment

The **Approval** screen will open with the approval level status indicated.



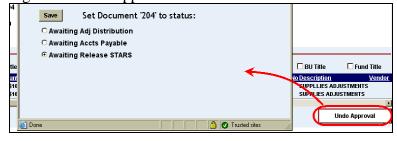
Adjustments User Manual Rev. Date: 06/17/2008 2. If desired, check the check box for any 'title check box' for a fiscal code to display its descriptive title. For example, check **SubObj Title** to display the title of the subobject code. Uncheck a 'title check box' to hide its title.

Figure 3 - Fiscal Code title



- 3. If there are attached documents to view for the document, an asterisk will appear on **Attachments** tab. (You can also add a new or additional attachment.)
 - a. Click the **Attachments** tab.
 - b. Click **View** to open a separate window for each attachment.
 - c. When finished viewing the attachments, click the **Approval** tab.
 - d. To add new or additional attachments, see Attaching Scanned Documents.
- 4. If needed, change the **Effective Date** to control the month in which month the transaction will process in STARS, as long as that month is open.
- 5. Click the **Approve** button (the name or label of the actual button will be set up by your Payment Services administrator).
 - Click **View History** to view the approval history of the document.
 - To reject an adjustment document, click Undo Approval, select where you want to return the document to, and then click Save.

Figure 4 - Undo approval



5. The final approval will release the adjustments to STARS. The approval status will read, "Released". The batch number for adjustment transactions will be displayed in Today's Batch #. Batch numbers are automatically incremented from 001 to 899.

Figure 5 - Released

